

June 10, 2011

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the grant-funded position of Environmental Specialist (P3, Step A), Job #11-43. This position will be funded for one year. Position is open until filled and may be closed at any time.

ENVIRONMENTAL SPECIALIST (P3, Step A-B) **\$5,690 - \$5,975 per month**

POSITION SUMMARY:

Grant-funded, full-time position for one year. Under supervision, incumbent will perform professional office and field work for ABAG and the State of California. Incumbent will work primarily on Bay conservation and Development Commission projects.

DUTIES INCLUDE: (The examples may not cover all duties which may be performed)

- Process permit applications for minor and major projects in San Francisco Bay and along its shoreline
- Advise, meet, and negotiate with permit applicants on planning, design, technical and regulatory aspects of projects
- Determine the consistency of proposed projects with the Commission's laws, policies, and regulations
- Consult and meet with local, regional, state, and federal agency representatives to coordinate regulatory activities
- Conduct site visits
- Prepare and present reports to the Commission's advisory boards
- Prepare and present reports and recommendations for the Commission's consideration
- Prepare various documents including general correspondence, permits, briefings, etc.
- Provide, where feasible, technical assistance in reviewing and commenting on site and project designs including for public access
- Attend in-house staff meetings
- Review and comment on California Environmental Quality Act and National Environmental Policy Act documents

QUALIFICATIONS AND EXPERIENCE:

- Requires knowledge of issues related to bayland restoration and development policies, conflict resolution, and stakeholder negotiations

QUALIFICATIONS AND EXPERIENCE (CONTINUED):

- Work experience with government agencies, private firms or environmental organizations in the area of water quality or watersheds
- Correct English usage and the ability to compose correspondence, reports, data, and public presentations
- Computer application skills including experience with word processing and spreadsheet software
- Experience with Microsoft Access is a plus

EDUCATION

A Bachelor's degree or equivalent with major course work in environmental science, physical geography, environmental engineering, or related field. Graduate course work in above named fields is desirable.

ADDITIONAL INFORMATION

Work location is at the Bay Conservation and Development Commission in San Francisco. For additional information on ABAG visit www.abag.ca.gov.

COMPENSATION AND BENEFITS

Salary: \$5,690 - \$5,975 per month

Pension: Employer Paid CalPERS 2.5% @ 55

Deferred Compensation: STARS/UTC 457 and/or ICMA-RC Retirement Plan (Voluntary)

Health and Dental Plans: Three HMO and three PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

Position is open until filled. Please submit a cover letter, resume and employment application to:

ABAG – H.R. 11-43
P.O. Box 2050
Oakland, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 11-43, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.